



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

OCTOBER 2015

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Performance Measures

Police Calls and Service Times

Month	2012	2013	2014	2015	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	3153	2596	2894	2571	1:30 Minutes	12 = 1:20	3 = 1:31	19 = 1:41
February	2725	2399	2714	2422	2:09 Minutes	9 = 2:18	2 = 1:15	6 = 2:55
March	3217	3117	2885	2714	1:06 Minutes	13 = 1:07	9 = 1:18	3 = 0:55
April	2997	2931	3005	2808	1:24 Minutes	21 = 1:50	6 = 1:06	15 = 1:17
May	3259	3145	3197	2961	1:28 Minutes	14 = 1:11	4 = 2:13	20 = 1:01
June	3100	3051	3161	3059	2:14 Minutes	20 = 3:03	18 = 1:21	23 = 2:19
July	3123	3176	3515	3076	1:43 Minutes	21 = 2:10	4 = 1:53	13 = 1:08
August	3033	2995	3280	3064	1:50 Minutes	18 = 2:11	7 = 1:11	6 = 2:10
September	3180	3342	3129	2892	2:10 Minutes	19 = 2:58	6 = 2:38	10 = 1:26
October	3239	3269	3158	2805	2:54 Minutes	22 = 3:00	7 = 2:35	11 = 2:08
November	2748	3472	2763					
December	2667	2670	2551					
Totals	36163	36252	36252	28,372				
Avg Per Day	106.1 cfs	99.5 cfs	98.5 cfs	93.3 cfs				

Crime

Crime	Murder	Rape	RobArm	Rob NWU	Agg Aslt	Burg- Res	Burg-Com	Larceny	MV Theft	Total
Oct 15	0	1	4	4	9	7	3	62	2	92
Oct 14	0	1	2	-1	7	14	5	49	5	82
Diff +/-	0	0	+2	+5	+2	-7	-2	+13	-3	+10

Diff % +/-	0.00%	0.00%	100.00%	100.00%	22.22%	-50.00%	-40.00%	20.97%	-60.00%	10.87%
				Monthly	Total				Monthly	Total
Violent Crime Diff +/-				9	50.00%	Property Crime Diff +/-			-1	1.35%

Crime is up for the month as compared to the same month last year. This is led by thefts both shoplifting and from auto. Overall, violent crime is down for the year by 10% while overall property crime is up 5%. As always, property crime, theft in particular, is what drives the numbers.

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- 2015 paving total – 1.91 miles

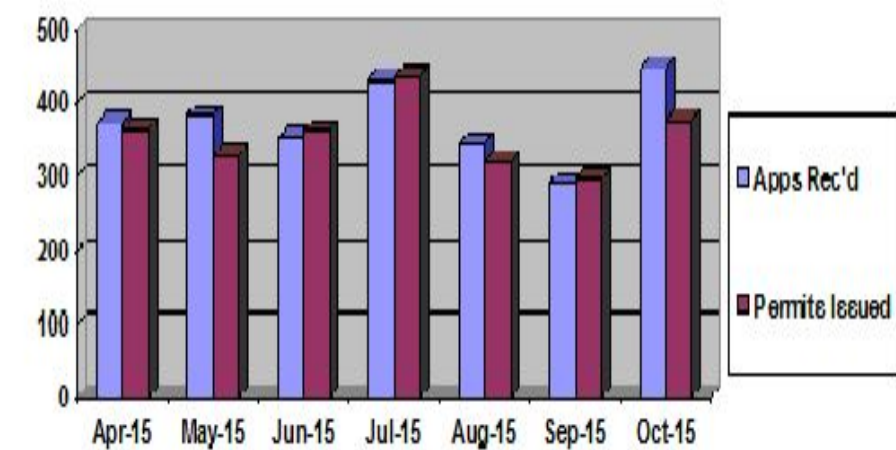
Diversion Rate of Solid Waste from Disposal at a Landfill

- October diversion rate – 41.9%
- 12-month (November 2014 – October 2015) diversion rate – 42.1%
-

Water Quality Testing Results

- There were no water quality issues with the October water samples.
- There have been no water quality issues with water samples taken in 2015.

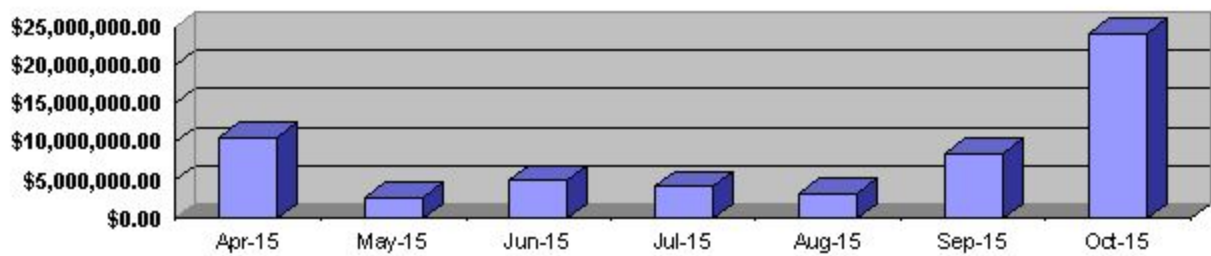
Permits



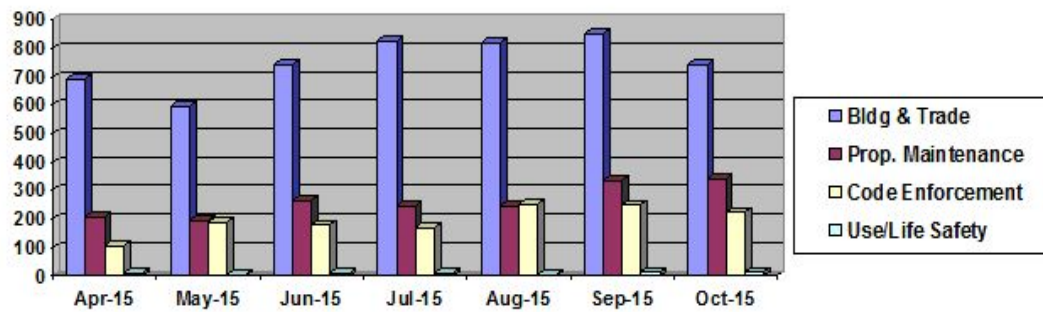
Permit applications received 449
Permits issued 376

Value of Private Construction

Total - \$24,138,661.75.

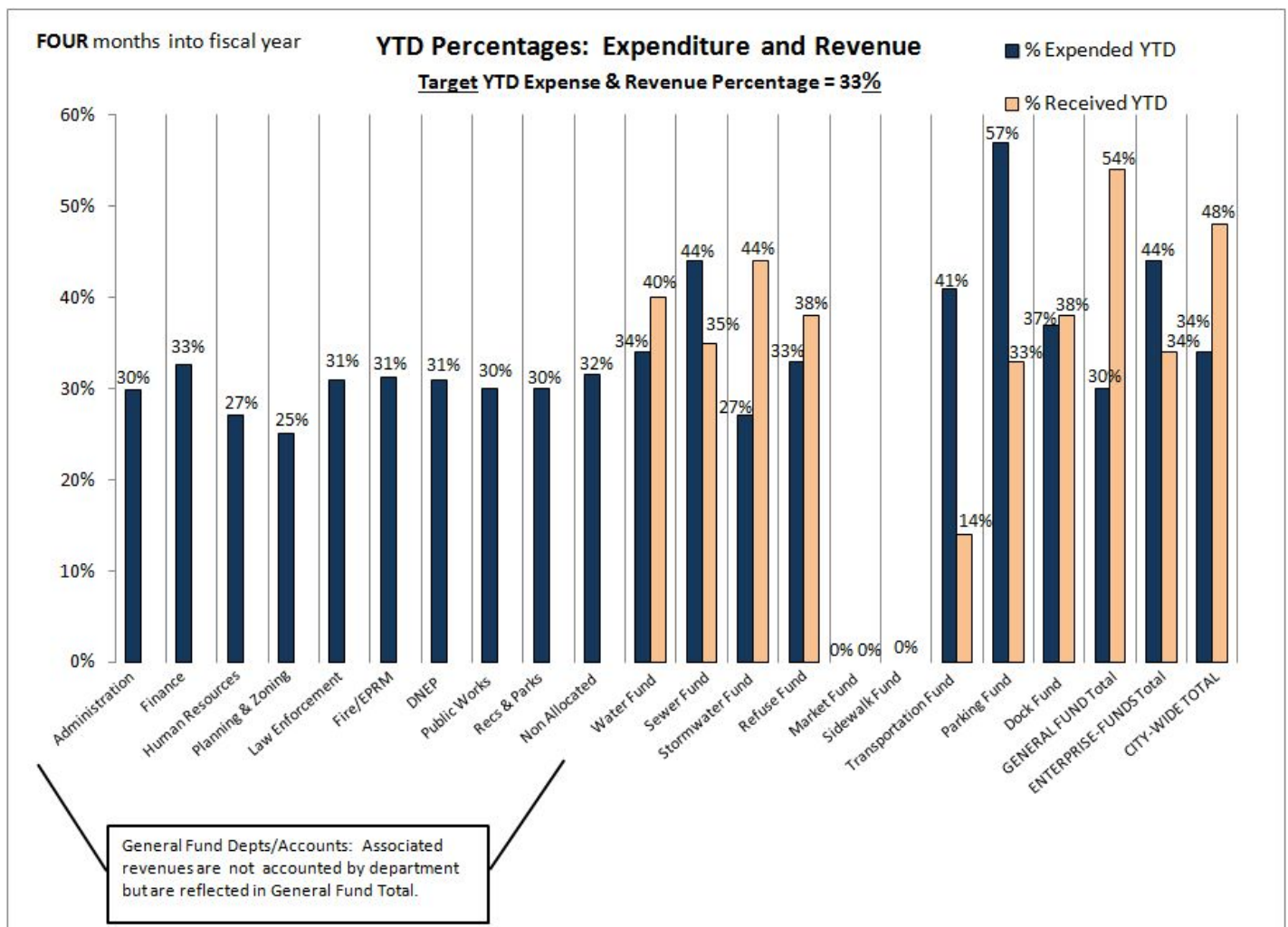


Private Construction Inspections Performed



Building and Trade Inspections	741
Property Maintenance Inspections	341
Code Enforcement Inspections	223
Use/Life Safety Inspections	12

Budget Status



Central Purchasing

Current Procurements

RFP 15-11 – Integrated Parking Operations and Management Services

- 4 proposals received. 3 firms short listed. BAFO received.

RFP 15-18 – Historic Preservation Consultants

- 23 Qualification statements received. Review in progress.

RFP 15-21 – APD Indoor Firing Range Replacement

- Awarded to Target Worx. Contract in progress.

RFP 15-22 – APD Firing Range Ventilation System Replacement

- 3 Proposals received. Review in progress.

RFP 16-04 – Assessment of Corrective Measures – Annapolis Landfill

- 2 Proposals received. Review in progress. Award on hold.

IFB 16-05 – Wayfinding Sign Fabrication

- 5 Bids received. Review in progress.

RFP 16-06 – Energy Performance Contracting

- 2 Proposals received. Review in progress.

IFP 16-07 – Helix Mooring Installation

- 2 Bids received. Review in progress.

RFP 16-08 Transit Bus Advertising Program

- 2 Proposals received. Review in progress.

RFP 16-09 – Transit Bus Electronic Fare Box Collection System

- Proposals due 12/3.

RFP 16-11 – Construction Services – Stanton Center Door Replacement

- Bids due 11/17.

Completed Procurements

RFP 15-09 – Truxtun Pool Assessment

- Awarded to SEI Architects. Project scheduled for November 2015 completion.

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Lease approved. Project scheduled for October 2016 completion.

RFP 15-15– Bus Shelters

- Awarded to Decamil. PO issued. Delivery scheduled for November 2015.

IFB 15-17 – Annapolis Dam Repairs

- Awarded to M2 Construction. Project scheduled for February 2016 completion.

RFP 15-20 – Eastport Traffic Study

- Awarded to Sabra Wang & Associates. Study scheduled for March 2016 completion.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Study scheduled for June 2016 completion.

IFB 15-27 – Second Street Pump Station Repairs

- Awarded to JJID. Project scheduled for April 2016 completion.

RFQ 15-28 – City Dock Bulkhead Replacement – Construction Services

- Awarded to Cianbro Corporation. Project scheduled for April 2016 completion.

RFP 16-03 – City Hall HVAC Replacement – Design/Build Services

- Awarded to BPI Mechanical, Inc. Project scheduled for April 2016 completion.

Pending Procurements

RFP 16-10 – Legal Services – Police and Fire Retirement Commission

- Draft in progress. Anticipated release in November.

RFP 16-14 – APD CAD RMS System

- Draft in progress. Anticipated release in Dec/Jan.

IFB 16-15 – Unleaded Gasoline and Diesel Fuel

- Draft in progress. Anticipated release in Dec/Jan.

Capital Projects

Pump Station Replacement/Rehabilitation

Second St. Pump Replacement – The contract for bypass of the pump station and repair of the wetwell, in conjunction with installation of a new pump and rehabilitation of the motor control center by others, has been awarded and the pre-construction meeting was held. A contract for construction administration and inspection services is expected to be awarded in November. Bywater Pump Station Rehabilitation – All work is complete. Final invoice was submitted for payment.

Sewer Rehabilitation/Water Distribution

USNA Flowmeter (72006) – The flow meter data analysis and preliminary plan comments were incorporated in the design package, and the final plan is under review. Buried Asset Evaluation (72006 & 71003) – Weekly meetings with the consultant continue. A meeting was held October 19 to review the preliminary Ten Year Plan.

Water Tank Rehabilitation

Janwal Tank exterior painting is complete. Closeout documents are being collected.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Project work included treatment and chemical area wall and slab concrete, finished water and overflow piping and conduit work.

Annapolis Water Reclamation Facility (AWRF) Projects – Influent

Pump Station project and Flow Measurement project (County managed)

Influent Pump Station – A meeting was held on October 6 to finalize the design approach for the AWRF Influent Pump Station (for City flow) project. Flow Measurement Improvements – The Mayo force main project, which will include AWRF City and County flow measurement improvements, is underway with current focus on the force main alignment.

Road Resurfacing

Paving in the Van Buren neighborhood is underway and is expected to be completed in November. Paving of Hunt Meadows Drive between Riding Ridge Road and Harness Creek Drive was completed.

Dam Repair at Waterworks Park

Phase 2 section of the dam: Shotcrete was installed on the face of the dam. Phase 3 section of the dam: The dam cap was removed and electric conduits with pullbox were installed. Rebar was installed in the cap area. The face of the dam was abrasively demolished, cracks were epoxy injected and mesh reinforcement was installed in preparation to receive shotcrete. Shotcrete was installed. The remaining weep hole was installed. West dam: The dam cap was removed and electric conduits with pullbox were installed. Rebar was installed in the cap area. The face of the dam was abrasively demolished, cracks were epoxy injected and mesh reinforcement was installed in preparation to receive shotcrete. Shotcrete was installed. Overflow channel: Began demolition of the concrete base.

City Hall Projects

The installation of new the piping and boiler is complete. Waiting for BGE to schedule the gas meter installation.

Landfill Gas Mitigation

Working to resume negotiations with MDE on the Draft Consent Order in order to finalize an agreement that outlines a clear course of action for the site. Sampling work continues for semi-annual monitoring events.

Maintenance Facilities

The 935 Spa Road demolition drawings were submitted on October 27 for the demolition permit. The 932 Spa Road trailer installation drawings were submitted on October 27 for the building permit.

Stormwater Management Retrofit

Contract is being finalized for design of storm drain system improvements at the eastern end of Prince George Street. Stormwater issues at other locations have been identified, inspected in the field, and are being evaluated for potential solutions.

Main Street Reconstruction

An inventory of buildings with sprinkler system connections indicates that approximately 51 buildings do not have sprinkler connections, with an estimated cost to install in excess of \$1,000,000.

City Dock Bulkhead Replacement, Phase 2

The contractor, Cianbro, mobilized their crews on October 26. The perimeter fence was installed, securing the construction site. Two community outreach meetings were held to disseminate information about the project and answer questions from the local business owners. In addition, a memo summarizing the project activities was hand delivered to all of the businesses surrounding the City Dock area. The existing condition survey of all structures within a 200' radius of the project is underway and will be completed prior to any pile driving. Structures within a 100' radius will have seismic monitors placed on them to provide monthly monitoring during construction. A 50'x140' crane barge with a 180' boom was towed in and anchored in Market Slip. Four loads of 69' long steel sheet piles have been delivered at 6 AM to minimize impacts to traffic. There will be approximately 5 deliveries per week for a total of 44 loads. The entire construction site has been de-energized electrically so that the street lights can be removed, allowing the workers to have a safe marine environment to work in. Driving of the sheet piles is anticipated to begin in early November.

Personnel Update

New Hires

Fire: Firefighters (4)

Police: Police Officer (1)

DNEP: Permits Associate (1)

Recreation & Parks: Temps (2)

Promotions/Internal Vacancies Filled

Public Works: Equipment Operator III

Fire: FF 1/c-ALS

Law Office Report

Open Litigation

Case Name	Dept	Comments
Moe's Southwest Grill PJR A.A. Circuit Court Case No. C-2013-178391 (L39-13)	BOA	Court of Special Appeals affirmed Circuit Court decision, which affirmed BOA approval of special exception for Chipotle Mexican Grill at 36 Market Space; Petition for Writ of Certiorari filed in Court of Appeals; Writ of Certiorari granted; oral argument pending
City of Annapolis v. SPAW, LLC (Municipal Infractions) A.A. District Court Case No. 3z36100886, 5z36100888	HPC	Court granted summary judgment in favor of City; Defendant filed a Motion for New Trial or to Alter or Amend Judgment
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Memoranda filed; oral argument 10/5/15; decision pending
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR	PW	Complaint and Answer filed; Amended Complaint filed; Answer pending; discovery ongoing
City v. Groblewski A.A. District Court Case No. CV-15-003794	AFD	Trial postponed; trial date pending
Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Circuit Court affirmed HPC's decision
Cecelia Brown v. COA A.A. District Court Case No. CV-15-004927 (L59-15)	PW	Complaint and Answer filed; trial date 1/14/16
De De Enterprises, Inc. t/a Free State Printing v. COA A.A. District Court Case No. CV-15-006469 (L75-15)	Finance	Complaint and Answer filed; Third-Party Complaint filed; trial date 12/8/15
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; answers filed; trial date 12/8/15
Cully v. COA	PW	Complaint and answer filed; trial date pending

A.A. District Court Case No. CV-15-009102 (L80-15)		
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (+77)	DNEP	Complaint filed; 78 municipal citations total
Carroll v. Pristoop, et al. A.A. District Court Case No. CV-15-009826	APD	Complaint and answer filed; discovery ongoing; trial date 1/5/16
Armstead v. COA, et al. A.A. Circuit Court Case No. C-02-CV-2534	APD	Complaint filed; Motion(s) to Dismiss filed
State Farm Insurance (Chapman) v. COA A.A. District Court Case No. D-07-CV-15-000197	DOT	Complaint and answer filed; trial date pending
MCCR / EEOC Cases:		
Thomas v. COA	APD	Claim filed; answer pending
Martinez v. COA	APD	Claim filed; answer pending
Administrative Hearings:		
Matter of S.Solomon	R&P	Charge of alleged child neglect against R&P part time contractual employee; hearing held 9/29/15; charge was not sustained
Workers' Compensation Appeals to Circuit Court:		
Imhof v. City		Trial date set for 6/11/15, however, Judge Manck granted Claimant's motion to remand. Waiting on Order and will discuss further action upon receipt of same; DA will follow up with CA regarding same.

Disability Retirement Review Board Appeals:		
Thomas v. City	AFD	Hearing pending on 11/24/15
Union Grievances:		
(none currently)		

Adopted Legislation

- Adopted on 10/12/15

CA-1-15 Issuance of Revenue Bonds - For the purpose of authorizing and providing for the issuance of revenue bonds by the City of Annapolis.

- Adopted on 9/28/15

O-39-15 Towing Company Facility Location - For the purpose of specifying that towing companies licensed by the City of Annapolis may locate their facilities in proximity to the City border.

O-44-15 Lease of City Property: Fall 2019 Boat Shows - For the purpose of authorizing a lease of certain municipal property located in the general harbor, Dock Street and Edgewood Road areas to United States Sailboat Shows, Inc. and United States Powerboat Shows, Inc., for a certain period of time in October 2019, to conduct boat shows.

R-23-15 Street Rights-of-Way in the Thomas Woods Planned Development - For the purpose of privatizing the street rights-of-way in the Thomas Woods Planned Development in accordance with Section 20.20.01.A of the Code of the City of Annapolis.

R-24-15 Street Rights-of-Way in the Primrose Hill Planned Development - For the purpose of privatizing the street rights-of-way in the Primrose Hill Planned Development in accordance with Section 20.20.01.A of the Code of the City of Annapolis.

O-50-15 Sewer Rates - For the purpose of amending the Code of the City of Annapolis concerning potential rate increases for metered sewer use.

R-26-15 Special Events in the Annapolis Historic District during 2015 - For the purpose of adding the First Sunday Annapolis Chocolate Binge Festival to the list of approved special events authorizing Hawker, Peddler, and Itinerant merchant sales in the Historic District during calendar year 2015.

City Clerk

Alcoholic Beverage Control Board

BUSINESS AND MISCELLANEOUS

- **CHRIS'S CHARCOAL PIT** –Substitution of Officer

Thomas Mulrenin to replace Paul Sophocles

- **MARITIME REPUBLIC OF EASTPORT** – Tug of War

Request for a Special Class C One Day Liquor License with Consumption of Alcoholic Beverages on City Property approval for the annual Tug of War Charity event from 10:00 a.m. to 5:00 p.m. at the end of 2nd Street in Eastport and Susan Campbell Park, City Dock on Saturday November 7, 2015

- **ANNAPOLIS RUNNING CLASSIC**- Post Race Party & Annapolis Oyster Classic

Request for a Special Class C One Day Liquor License for the Annapolis Running Classic & Annapolis Oyster Classic from 8:00 a.m. to 12:00 p.m. and 4:00 p.m. to 8:00 p.m. at the Navy Marine Corps Memorial Stadium 550 Taylor Ave Annapolis on Saturday November 21, 2015

- **Alzheimer's Association** – Fundraiser

Request for a Special Class C One Day Liquor License with Consumption of Alcoholic Beverages on City Property approval for a Charity event from 11:00 a.m. to 2:00 p.m. at Susan Campbell Park, City Dock on Sunday October 25, 2015

- **Severn Sailing Association** – Request for event open to the public #1

Request to hold an event open to the public with outside beverage service during stated hours from October 29 through November 1, 2015

- **SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN OCTOBER = 30**

- 8 - Fully Executed Legislation
- 11 – Fully Executed Contracts/Agreements

- 3- Request for information via Citizen's completed
- 14- Requests for information Alderpersons/ Administration
- 2- City Departments information requests
- 15- Special Event Application Reviewed
- 1 – Solicitor's Application Regular
- 5- Registration Certificate for Exempt Peddlers Applications
- 9- Towing Licenses/Posting in Vehicles to JP Towing pursuant to the adoption of O-39-15 on 10/26/15
- 1- Notary Request – Transportation Department
- 1- Notification Acting Mayor
- 2- Draft City Council Meeting Minutes of 10/12/15 and 10/26/15
- 1- Draft Board of Supervisors of Elections Meeting Minutes
- 3- Agenda Posting – City Council Meetings, Board of Supervisors of Elections, City Council Work Session 10/15/15
- 1- Meeting Attendance: 10/30/15 – Staff Agenda Review
- 1- Trainings: 10/28/15 - Net Atlantic Distribution List

Board of Supervisors of Election

Board Requests from 10/15/15 Meeting:

- Attendance of City Manager Andrews and Finance Director Miller requested at the 11/19/15 meeting.
- Board Approved CA-2-15 Charter Amendment, Board of Supervisors of Elections – Change requested by the Mayor Pantelides Transition Team on Board and Commissions.
- Anne Arundel County Board of Election to make a presentation to the Board on the New Election Devices.
- The Anne Arundel County Board of Elections has agreed to give the City of Annapolis, Board of Supervisors of Elections a Public Demonstration of the New Election Devices at the Board's next meeting scheduled for 11/19/15 at 7:00 p.m. in Council Chambers.

Election Project/ Status Pending Items:

1. Updating Office Election Working Deadline Calendar – Underway
2. Proposed Amendments to: Article II - ELECTION OF MAYOR AND ALDERMEN and Title 4 – ELECTIONS recommended by the City Clerk's Office.
3. Election Pamphlet – Recommended by Mayor Pantelides' Transition Team on Boards and Commissions.

Public Safety Updated

Fire Department

Monthly News/New Projects

- The Department responded to 885 calls for service in September and a total of 8215 calls for 2015 with the following breakdown:
 - o EMS-662 or 74%
 - o Fire – 131 or 16%
 - o Service –65 or 7.4%
 - o Rescue –15 or 2%
 - o Hazmat –12 or 1%

Notable Incidents –October highlights:

- 10/2/15 - Special Incident - Tree into an Apartment Building - 8 Melrob Court
- 10/3/15 - Fire/HazMat/EOD support Operations Navy-Marine Corps Stadium
- 10/4/15 - Rescue Box - Vehicle into an Apartment Building - 1165 Madison Street
- 10/7/15 - Bomb Threat - Annapolis High School
- 10/8-12/15 - Support Operations United States Sailboat Show - City Dock
- 10/12/15 - Explosive Services Unit - assisted AACo with explosive device
- 10/15-18/15 - Support Operations United States Powerboat Show - City Dock
- 10/20/15 - Burn Injury Investigation - Injured by fire
- 10/21/15 - Support Operations - Pandemic Drill - Navy Stadium
- 10/24/15 - Fire/HazMat/EOD support Operations Navy-Marine Corps Stadium
- 10/29/15 - Hazmat Incident - 22 Maryland Avenue - Chemical Odor
- 10/31/15 - Fire/HazMat/EOD support Operations Navy-Marine Corps Stadium
- Completed 90 new fire safety building inspections and 16 re-inspections (includes inspections conducted by station personnel)
- Our personnel installed 12 smoke/CO alarms and conducted 30 public education events.
- Training hours completed –1786
- ISO rating – Class 2
- The Fire & Explosive Services Unit responded to 8 Explosive Services Requests and 9 K-9 requests and completed 6 fire safety inspections.
- The Department held several Fire Prevention events (30) in observance of Fire Prevention Month, including having Sparky the Fire Prevention Dog tour downtown during the boat shows.
- The Fire Department provided EMS/Fire stand-by for the Fall Boat Shows.
- The Department provided EMS/BOMB/Hazmat services for USNA football games.
- The Department participated in the very successful Drive Thru Flu Clinic.
- The Department started annual Flu vaccinations for AFD & APD personnel.
- Captain Grimes (EMS) attended CARES (Cardiac Arrest Registry to Enhance Survival) training in Howard County.
- On October 13th, several members of the Department and OEM participated in the House of Worship Emergency Action Planning Initiative at the Pip Moyer Recreation Center. Approximately 100 members from houses of worship across Annapolis and Anne Arundel

County attended to discuss drafting emergency action plans for their facilities in order to enhance the safety of their congregations and their properties.

- After two long years and many revisions, the Department working in partnership with the Union and HR we have completed the overhaul of our Individual Performance Planning and Assessment process for employees. The new process is geared toward individual ranks and provides for a comprehensive review of employee performance. Training in the new process is scheduled to start this month with total implementation starting January 2016.
- This month's Fire Prevention Message banner is "Prevent Kitchen Fires NEVER LEAVE cooking unattended".
- The Department did a "Talk With" interview on WNAV radio for Fire Prevention Week.
- The Department did a "Talk With" interview with WNAV radio highlighting the Eastport Volunteer Fire Department support of the AFD.
- Our personnel wore pink T-Shirts in support of breast cancer awareness month in October. The union also sold T-Shirts, all proceeds from the sales will be donated to cancer research.
- Chief Stokes met with nine (9) local students as part of the Fire Prevention and Emergency Management poster contest.
- The Department is assisting the County by providing two bike medics and a gator (ATV) team for the annual Bay Bridge Walk.
- Captain Grimes (EMS) provided First Aid training to a group at the Mt. Olive Church.
- Our five (5) new firefighters were sworn in and have completed their training and started their new assignments on November 4th.
- At the October 26, 2015 City Council Meeting the Department along with Mayor Pantelides and Alderwoman Finlayson presented several Citizen Life Saving awards to members of our community that came to the aid of a drowning victim, cardiac arrest victim and a choking victim.
- Firefighter Dwayne Hunt (Taylor Ave. Station) was inducted into the Annapolis High School Wall of Fame for his service to the community.
- All stations participated in Fall Skills Development Training with Anne Arundel County Fire Department.
- Stations are conducting annual hose testing.
- Members of the Sons of Solomon Masonic Bike Club visited the Taylor Ave Fire Station on 10/31/15 to thank Firefighter Colt Carter for rendering first aid to one of their members (off duty) who was involved in an MVC. He was presented with an award by their president and is now an honorary member who shall be known as "Road Doc"

Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00)
- For the month of September the Department used 1014.75 hours of overtime at a cost of \$55,047.49 this represents a usage of 12.8% of our total annual budget available for overtime. Our YTD overtime expenditures are \$137,529.16 or 31.98% of our annual OT budget.
- **Overtime for the Boat Shows this month was \$30,000 and USNA Football games was \$5,255.18**
- We currently have four (4) personnel on long term disability and one (1) vacancy.

Major Planned Actions

- Continue with Smoke Detector outreach program.
- This year (2015) marks the 40th anniversary of paramedic service in the City of Annapolis. The Department has started planning to recognize this event.

- Participate in the Anne Arundel Medical Center Emergency Preparedness Fair.
- Holiday Safety Initiative – The Fire Marshal's Office and OEM conduct fire safety tours of downtown businesses. This year will include stores in the Eastport area. The dates are downtown 12/4 and Eastport 12/7.
- Holiday Christmas tree safety.
- Bay Bridge Run/Walk

Office of Emergency Management

Incidents and Events

- September 29 - October 3, 2015 – Tropical Storm Joaquin
OEM sent six Emergency Management Alerts to inform key officials, employees, and surrounding partners in anticipation of Tropical Storm Joaquin. OEM participated in daily conference calls with officials from the National Weather Service and the Maryland Emergency Management Agency to track the storm. Efforts for this weather system continued into October, where an Operational Briefing was held on October 2nd. The Briefing included representation from the Mayor's Office and every City Department to discuss plans and preparations in the event Hurricane Joaquin were to significantly impact Annapolis.
- October 21, 2015 – Drive Through Flu Clinic
OEM held a Drive Through Flu Clinic on October 21st from 11 a.m. to 5 p.m. at the Navy Stadium in partnership with the Anne Arundel County Health Department, Anne Arundel County Office of Emergency Management, Anne Arundel Medical Center, volunteers, and several other City and County agencies. After approximately 10 months of planning, the Clinic brought together almost 100 personnel to provide 1,095 flu vaccines to the public. Individuals had the choice of receiving their flu shots without getting out of their vehicles or by visiting the walk up tent. This event allowed the City to improve disaster planning and to enhance the capacity to mass inoculate the public in the event of a public health emergency. An Operational Briefing to review the Incident Action Plan was held on October 19th in the Emergency Operations Center for lead personnel.
- October 28, 2015 – Coastal Flooding Threat
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about a Coastal Flood Warning that raised the potential of some minor to moderate flooding downtown.

Planning

- OEM conducted the Drive Through Flu Clinic on October 21st at the Navy Stadium as described above. This event was the culmination of months of planning between City and County agencies. The Clinic supported the City's efforts to improve disaster planning and to enhance the capacity to mass inoculate the public in the event of a public health emergency.
- The final planning meeting for the Drive Through Flu Clinic took place on October 13th in the Emergency Operations Center. Representatives from Annapolis OEM, the Anne Arundel County Department of Health, Anne Arundel County OEM, Annapolis Fire Department, Annapolis Department of Transportation, and the Maryland Emergency Management Agency attended to review final event details.
- The Operational Briefing for the Drive Through Clinic was held on October 19th in the

Emergency Operations Center. Participants reviewed the Incident Action Plan that addressed critical issues of operations, logistics, safety, communications, and other areas.

- On October 13th, OEM co-hosted the House of Worship Emergency Action Planning Initiative at the Pip Moyer Recreation Center. Approximately 100 members from houses of worship across Annapolis and Anne Arundel County attended to discuss drafting emergency action plans for their facilities in order to enhance the safety of their congregations and their properties. OEM staff participated in the last planning meeting for this initiative on October 6th.
- OEM staff attended the October 7th meeting of the Licensed Facilities Working Group at the Anne Arundel County Health Department to discuss plans and procedures related to nursing homes and assisted living facilities.
- OEM staff met with staff from the Department of Neighborhood and Environmental Programs on October 14th to discuss next steps in determining whether to apply for the Community Rating System. DNEP and OEM staff will next meet with officials from Calvert County to learn from their experiences with the Community Rating System.
- On October 15th, OEM staff met with Stanton Center Staff, Mayor's Office Staff, and representatives from We Care and Friends to review the City's Winter Weather Shelter of Last Resort Operations.
- OEM staff attended the Public Safety Committee Meeting on October 19th and discussed the Drive Through Flu Clinic in addition to other Office initiatives.
- OEM staff participated in a conference call on October 19th with officials from the Maryland Emergency Management Agency and the Maryland Department of Agriculture to discuss the latest information on Highly Pathogenic Avian Influenza, which has affected poultry in the Midwest.
- OEM participated in a planning meeting for the Mayor's Public Safety Initiative for Businesses on October 20th with Annapolis Police and Fire. The event itself has been re-scheduled for November 19th.
- OEM Staff attended the UASI Emergency Management Subcommittee on October 27th with FEMA Technical Assistance working to develop a Regional Evacuation Plan. OEM staff updated the Evacuation Annex to better align for a regional coordination.
- OEM Staff attended the UASI Recovery Subcommittee meeting on October 27th. The subcommittee is functioning as a working group to help the region develop recovery plans with the goal of developing a Regional Recovery Coordination Plan.
- OEM staff has continued the update of the Emergency Operations Plan through the research and development of new Functional and Incident Specific Annexes.
- OEM and the Office of Law are in the process of finalizing a Memorandum of Understanding with Anne Arundel County Public Schools that would allow the City Council to use the School's Administration building for emergency meetings if needed. This MOU will complement the City of Annapolis Continuity of Government Plan that the Office of Emergency Management has drafted to keep City government operating during an emergency or disaster.

Training/Exercise

- OEM delivered two volunteer training sessions for volunteers/traffic control personnel assisting with the Drive Through Flu Clinic on October 13th and October 14th. The trainings reviewed the volunteers' responsibilities and the safety precautions for the event.
- On October 8th, OEM staff trained new lateral firefighters on the role of the Office of Emergency Management and the Emergency Operations Center during an activation.
- OEM staff attended the Mobile Command Vehicle Rally on October 8th to assist the mobile command vehicle staff with their regional exercise and to tour mobile command vehicles from other jurisdictions.

- Several OEM staff completed a session in Driver's Training with the City's Risk Analyst on October 26th.
- OEM staff attended Resource Unit Leader Training on October 28th, 29th, and 30th.
- OEM staff continued developing a Winter Weather Preparedness Training for EOC representatives, Red and Blue Team members and Call Center representatives. This training will be delivered through the City's website and will prepare City of Annapolis personnel for the winter weather season.
- OEM hosted a Maryland Emergency Management Agency (MEMA) training titled "G-318: Mitigation Planning for Local Governments" on October 26-27th in the Emergency Operations Center.

Outreach

- OEM staff appeared on Anne Arundel County's Week in Review television program on October 14 to encourage the public to receive their flu shots at the Drive Through Flu Clinic.
- On October 15th, OEM staff interviewed with 1430 WNAV for the half hour "Talk With" program to discuss the Drive Through Flu Clinic along with staff from the Anne Arundel County Health Department.
- OEM hosted the winners of the 2nd Annual Severe Weather Awareness Poster Contest and the Fire Prevention Week contest on October 27th. Participants included fifth grade students from St. Mary's Elementary and St. Martin's Lutheran School, as well as fourth grade students from Eastport Elementary School. Contest winners toured the Emergency Operations Center, rode an Annapolis fire engine, visited the Annapolis Police Department and the Annapolis Fire Department, and were honored by Mayor Pantelides and Alderwoman Sheila Finlayson at City Hall.
- OEM Staff presented on Emergency Preparedness and Safety to the Annapolis Sail and Power Squadron at their monthly dinner meeting on Thursday, October 1.
- On October 8th, OEM staff attended a meeting with local officials to discuss the homeless population in Annapolis and available resources.
- OEM staff discussed the work of Emergency Management with preschoolers on Career Day at the Young School in Crofton on October 16th.
- OEM staff hosted a delegation of officials from the country of Georgia in the Emergency Operations Center on October 22nd to provide a tour and illustrate how Annapolis responds to flooding and other threats at a local level.
- On October 23rd, OEM staff met with HACA leadership to begin creating a series of Emergency Action Plans for each housing neighborhood.
- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 1,625 as of September 30th.
- OEM has increased its Twitter followers to 856.
- OEM has increased its Facebook 'likes' to 1,166.

Grants Management

- OEM continues to encumber funds in the FY 2014 Urban Area Security Initiative (UASI) and State Homeland Security Grant Programs.
- The Grant Adjustment Notice (GAN) established for UASI FY 2015 has been accepted and returned to MEMA for approval.

October	
UASI FY 2014 LETPA	\$5,062.50
	\$3,754.00
TOTAL UASI FY 2014 LETPA	\$8,816.50
UASI FY 2014 HAZMAT	\$4,344.76
	\$1,365.73
TOTAL FY 2014 HAZMAT	\$5,710.49
UASI FY 2014 Bomb Squad	\$787.50
	\$750.00
TOTAL UASI FY 2014 Bomb Squad	\$1,537.50
TOTAL October 2014 Grant Expenditures	\$16,064.49

Police Department

1. Personnel

	Sworn	Full Civilian	Contractual Full	Contractual Part	Temporary	Exempt	Total
Current	106	27	6	3	11	5	157
Vacant	3	3	1	1	1	0	10
Total Allocated	10	30	8	4	12	5	167

- Seven officers have been sidelined due to injury or other medical issues.
- One dispatcher has been on leave due to medical issues.
- One officer resigned after beginning the police academy.
- Three new officers were hired.

2. Community Relations

C-SAFE	Total	N.W. / Victim Services	Total
HEAT meetings	1	Meetings Attended	5
DJS Checks	1	Training Conducted	1
Parole/ Probation Check	28 visits	Surveys	
Hispanic Liaison	Total		0
Translator Contacts	22		0
Number of Contacts	36		5
Court Assistance	0	McGruff Appearances / Requests	
Officer Activity	Total	Block Watch Training	
Calls for Service	25	HACA/ Other Requests	
Reports	4	Watch Your Car	Total
Foot Patrol Hours	4	Citizen Contacts	20
Business Checks	20	Vehicles Registered	0
Bank Checks	2	Vehicle Registration Forms Out	9
Traffic Stops	3	Scooter Registered	0
Traffic Citations		Scooter Registration Forms Out	0
Traffic Warning	3	Meetings Attended	3
ERO		TFA Initiative Letters Sent	15
FIR		Schools Visited	Total
Warrant Attempts	7	Annapolis HS	5
CDS Arrests		Annapolis MS/ Bates MS	17
Juvenile Citations		Phoenix Center/ Adams Academy	2
Warrant Arrests		Tyler Heights	0
On View Arrests		Mills Parole	1
Traffic Arrests		Explorers	Total
Summons	1	Current Explorers	16
Emergency Evaluations		Interested Explorers	2
		Post Meetings	4
		Community Events Attended	2

Notes:

Community Complaints:

- *Tyler Av speed complaint – Traffic Safety handled*
- *Admiral Heights parking complaint-Traffic safety handled*
- *Loud parties on Conley Dr- Joe Hudson*
- *Loud parties on Forest Dr –Joe Hudson*
- *Graffiti at Poplar Park Trail-report taken, no suspect, frequent checks*
- *Suspicious man in first block of Prince George St-information passed to patrol*

JOINS:

Officers reviewed 15 reports for the 19 juveniles arrested during this period.

Hispanic Liaison:

Mr. Hudson has been assisting CID with multiple investigations, including a missing Hispanic juvenile that turned into a rape investigation. He gave a presentation to Seeds 4 Success about unaccompanied minors.

ALERT Grant:

Mrs. Hartlove conducted a security survey at Calvary School and Church. She conducted vehicle checks. She attended and spoke at the bi-monthly Neighborhood Safety Meeting and she also filled in for the receptionist one day.

Explorers POST 199:

The Annapolis Police Explorers had 4 meetings this month. We are going over one subject a month from now until National Conference. This month was Shoot/Don't Shoot Scenarios. We used airsoft guns to simulate different scenarios. We presented them with a situation and they had to decide what to do and then explain. They were very timid at first but over the course of the month their decisions were quicker and their explanations were better.

Three Explorers aged out of the program this month. It was hard to see them go but they graduated this program with a clear idea of where they wanted to go and what they wanted to do.

Community Services Section attended the following meetings/events:

- CSAFE/ HEAT Team (1)
- Explorers Meeting/ Training/ Events (4)
- Honor Guard Training
- UASI PIO Meeting
- Most Wanted Tapings (1)
- SPIRIT Planning

- School Security Meeting
- North Green Condo Community Assoc.
- Police Lateral Interviews
- Meeting with Mayor's Office and AACO Homeless Coordinator
- City Council Meeting
- Neighborhood Safety Meeting
- City Hall Meeting
- Truxtun Heights Community Assoc.
- CPK Make-a-Wish lunch
- Business Forum Planning
- Germantown Homewood Community Assoc.
- Coffee with a Cop
- Eastport Halloween Parade
- Church Emergency Operations Plan Meeting
- Germantown Elementary Aftercare, with Fire Department

Upcoming Events:

- Explorers
- Stanton Center Girls Club
- UASI PIO Meeting
- Most Wanted
- HEAT Meeting
- Police Lateral Interviews
- Community Thanksgiving Dinner (EUMC)
- Homeless Coalition Meeting
- SPIRIT Meeting
- Business Security Meeting

3. Special Events

OCTOBER MEETINGS AND EVENTS 2015				
Date	Event / Meeting	Location	# Officers	Costs
10-03	Navy vs Air Force	NAAA Stadium	32 Officers	\$14,010.70
10-04	1 st Sunday	1 st Blk West		
10-04	Gospel @ Whitmore	Whitmore Park		
10-05	Boat Show set-up begins	City Dock		

10-08	Sail Boat Show Begins	City Dock		
10-10	West St Flea Mart	1 st Blk West St		
10-12	1 Mile Run Meeting	APD	Gibbs	
10-12	Parking Meeting	City Hall	Gibbs	
10-12	Sail Boat Show Ends	City Dock		
10-15	ATB Race Meeting	Bay Bridge	Gibbs	
10-15	Power Boat Show Begins			
10-17	West St Flea Mart	1 st Blk West St		
10-18	AACo Bike Ride	Downtown		
10-19	Power Boat Show Ends	City Dock		
10-19	Navy Football Meeting	NAAA Stadium	Gibbs	
10-20	Boat Shows Clear	City Dock	1207 Hrs Worked	\$65,182.31
10-24	Navy vs Tulane	NAAA Stadium	35 Officers	\$15,137.06
10-24	Rev Matthews Walk	Downtown		
10-24	Freeze Don't Shoot (Pets)	Lawyers Mall		
10-25	Alzheimers Walk	Downtown		
10-28	Holiday Parking Meeting	City Hall	Gibbs	
10-30	Pumpkin Fun Run	Downtown		
10-31	Navy vs S. Florida	NAAA Stadium	29 Officers	\$12,024.71
Total				\$106,354.78

4. Notable Events

- **15-4652 Arrest for Outstanding Multiple Warrants** - After receiving information from a source within the Bens Drive Community, A/Sgt. Daniels contacted the unit. FLEX officers & K9 saturated the area of 25 Bens Drive from all angles. Shortly after K9 Ciro alerted to the presence of a subject within the shadows of the building rear. Subsequently, Vernon Estep was taken into custody for multiple warrants.

- **15-4817 - Handgun/CDS Recovery** - Units from Patrol and FLEX responded to the area of Brook/Betsy Court for the report of CDS activity. Upon arrival, officers gave chase of a subject attempting to flee from the area. Just prior to being apprehended, the suspect threw a handgun (Glock 26) to avoid being apprehended with the weapon on his person. He was taken into custody without incident. After retracing the path of the suspect by K9 Freeman/Ciro, 5.8 grams of crack cocaine was located.
- **15-4856 - Shooting – 700 Newtowne Drive** - Units responded to the 700 block of Newtowne Drive for a report of shots fired. While en-route, APD Communications advised that 1 subject had been shot, and that the area security units were out with the victim. FLEX units provided Scene Security, K9 Support, and Area Canvass. The injury was non-life threatening.
- **15-4854 - Shooting - 1375 Tyler Avenue** - Units from the Patrol Division and FLEX responded to the 1300-1400 block of Tyler Avenue for the report of shots fired. Upon arrival, there were a few subjects throughout the community. Shortly after, APD Communications advised that the resident of 1375 Tyler Avenue called advising that her residence had been struck by several rounds. Upon speaking with the resident, the victim was located. The initial investigation indicated that the victim had been struck in the right boot. Multiple shell casings were located in the parking lot.
- **15-4903/15-4906 - Wanted Person Arrest** - Olin and Reese were in the area of Frederick Douglas St. and Medgar Evers St. when they observed a male subject matching the description from a theft and burglary that occurred on 10/22. The subject also matched the description of a sex offense that occurred on the first block of West St. at approximately 1630 hours today. The subject, later identified as Larry Outlaw fled into 1116 Frederick Douglas St. After setting up a perimeter around the residence Mr. Outlaw exited and was taken into custody. Ofc. Davis charged Mr. Outlaw with theft from Eastport Liquor (15-4903) and Burglary (15-4906).
- **15-4995 - Armed Person Arrested** – Flex was in Woodside Gardens to address complaints of people hanging out and selling drugs in the stairwells. As they approached 713 Newtowne Drive several men got up to leave. One was stopped and was armed with a stolen handgun. The gun recovered was a (S/W M&P SHIELD 9MM) The weapon was loaded and ready to be use. This subject also had 13.3 grams of marijuana & \$2605.00.

- **Subjects arrested for handgun violations:**

Kejuan Butler	.32 Cal. Revolver	.
Jaron Lamar Rhodes	Glock 9mm	
Jaymarri Boykin	.25 cal. Semi-auto	
Arshad Abdullah	S&W 9mm	

Building Activity

► **Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. Framing inspection passed 10/22/15.

► **Anne Arundel County (1740 Forest Drive #GRD11-0031)** Anne Arundel County – Grading for step pool storm conveyance to be constructed as part of widening of Forest Drive. Permit finalized 10/21/15.

► **Bay Area Christian Counseling (102 Solomons Island Road, #202 #BLD15-0573)** Permit issued 9/28/15 for tenant fit-out. No inspections to date.

► **Boys & Girls Club (121 S. Villa Avenue #GRD13-0020)** Grading permit issued 10/02/13 for new turf field. Finalized 10/21/15.

► **Celebree Learning Center (504 S. Cherry Grove Avenue #GRD13-0041)** Permit issued 3/19/14 for grading for new commercial building. Bond reduction inspection of 1/16/15 failed as plantings were not installed. No change.

► **Chart House Restaurant (300 Second Street #BLD14-0311)** Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. Last Progress inspection done 5/11/15.

► **Chart House Restaurant (300 Second Street #BLD14-0312)** Phase II alterations. Last inspection 4/8/15.

► **Chesapeake Children's Museum (25 Silopanna Road #BLD13-0436)** Exterior repairs permit issued 6/26/13. Last inspection 7/29/15.

► **City Dock (#GRD15-0033)** Permit issued 10/27/15 for bulkhead replacement.

► **CVS (975 Bay Ridge Rd-#BLD15-0344)** Permit issued 10/7/15 for interior alterations to add optometry office.

► **Downtown Hope (255 West Street #BLD15-0343)** Permit issued 7/22/15 for renovations for new tenant. Last slab inspection 9/24/15.

► **Dr. Dan Sandel Surgical Center (104 Ridgely Avenue, Suite 301 #BLD15-0080)**-Permit issued 7/20/15 for interior alterations. Progress inspection 10/28/15.

- ▶ **Drs. Steele & Green (45 Old Solomons Island Road, Suite 203 & 205 #BLD15-0429)** Permit issued 7/16/15 for tenant fit-out for new chiropractor's office. Progress inspection passed 10/21/15.
- ▶ **Eastport Elementary School (420 Fifth Street #GRD15-0015)** Grading permit issued 9/3/15 for addition. Progress inspection 10/15/15. No construction work being done.
- ▶ **Eastport Elementary School (420 Fifth Street #BLD15-0196)** Permit issued 9/3/15 for Kindergarten addition. No inspections to date.
- ▶ **Georgetown East Elementary School (111 Dogwood Road #GRD15-0031)** – Grading permit issued 9/11/15 for addition. Progress inspection of 10/19/15 passed.
- ▶ **Georgetown East Elementary School (111 Dogwood Road #BLD14-0783)** Permit issued 9/11/15 for kindergarten addition. Footing inspection of 10/27/15.
- ▶ **Governor Calvert House (58 State Circle-#BLD15-0155 & BLD15-0156)** Permit issued 6/4/15 for interior renovations to rooms and public spaces. Partial final 9/28/15 on guest rooms (#BLD15-0156). No inspections yet on public spaces.
- ▶ **Maryland Inn (16 Church Circle #BLD15-0160 & #BLD15-0161)** Permit issued 6/5/15 for interior renovations to rooms and public spaces. Partial final 9/14/15 on guest rooms. Framing inspection 9/4/15 on public spaces.
- ▶ **Maynard Burgess House (163 Duke of Gloucester St #BLD13-0538)** Permit issued for exterior repairs 11/12/14. No recent activity.
- ▶ **New Brown Salon & Spa (15 West Street #DEM15-0026)** Permit issued 8/25/15 for interior demolition only . No inspections to date.
- ▶ **New Salvo Auto Parts Store (601 Chinquapin Round Road –DEM15-0025)** Permit issued 8/24/15 for interior demolition only. No inspections to date.
- ▶ **Osteria (177 Main Street #BLD12-0932)** Permit issued 4/10/13 to add seating in basement. Has major plumbing issues. DNEP forwarded letter to Owner to either schedule final or renew expired permit. New architect working on revised plans. A new grease interceptor is being planned as part of a future bar renovation. No change.
- ▶ **Robert Johnson House (23 State Circle #BLD15-0157 & #BLD15-0161)** Permit issued 6/5/15 for interior renovations to rooms and public spaces. Final failed for public spaces permit (#BLD15-0157); Partial final on guest rooms (BLD15-0161) 9/15/15.
- ▶ **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 10/14/15 failed. Site needs to be stabilized.

- ▶ **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No inspections to date.

- ▶ **Rutabaga Craft Juicery (114 Annapolis Street #BLD15-0416)** Permit issued 7/27/15 for tenant fit-out for new business. Job finalized 10/5/15.

- ▶ **Salvo Auto Parts (601 Chinquapin Round Rd-#BLD15-0481)** Permit issued 10/5/15 for tenant fit-out.

- ▶ **Soul Restaurant (509 S. Cherry Grove #DEM15-0029 *formerly Five Guys*)** Permit issued 9/23/15 for interior demolition.

- ▶ **Soul Restaurant (509 S. Cherry Grove #BLD15-0556)** Permit issued 10/13/15 for interior alterations for new restaurant.

- ▶ **Spa Gate Development (701-711 Shelton Avenue BLD12-0507)** New Townhomes – Job is progressing. Some units have been finalized.

- ▶ **Taco Bell (1803 West St-#BLD15-0531)** Permit issued 10/8/15 for new fast food restaurant.

- ▶ **USNA Stadium (511 Taylor Avenue #GRD14-0022)** Permit issued 6/25/14 for grading for next construction phase. No recent activity.

- ▶ **Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** Job progressing. Townhouses are under construction. Some of the buildings have been finalized. More permits have been both submitted and issued.

- ▶ **West Annapolis Elementary School (210 Annapolis Street #BLD14-0293)** Permit issued 12/12/14 for addition and alterations. Partial framing inspection 10/16/15.

- ▶ **West Annapolis Elementary School (210 Annapolis Street #GRD14-0016)** Permit issued 12/12/14 for grading for addition. Progress inspection 10/23/15.

- ▶ **1833 West Street (formerly Tate Dodge-#DEM15-0011)** Permit issued 10/15/15 to demolish existing building.

- ▶ **1833 West Street (#GRD15-0011 – New Criswell Audi Building)** Permit issued 10/2/15 for grading for new commercial building.

- ▶ **1833 West Street (#BLD15-0204 – New Criswell Audi Building)** Permit issued 10/2/15 for new commercial building.

► **503–507-B Oaklawn Avenue (#BLD14-0076 BLD14-0079)** Small Subdivision – All 4 permits for new single family modular homes have been issued. Job finalized 10/21/15.

► **505 Oaklawn Avenue (#GRD13-0019)** Permit issued for 3/13/14 for grading associated with subdivision. Progress inspection 10/26/15.

► **Various locations throughout the City (#BLD15-0632)** Permit issued 10/9/15 to install 11 bus shelters.

Planning Activity

Comprehensive Planning

- Oct. 13: Attended SHA kick off meeting for Chinquapin Round Rd./West/Admiral Drive improvements scheduled for 2018
- Oct. 26: AACPS tour of Tyler Heights and Germantown Elementary
- Continued work on APF Schools Legislation O-36-15
- Managed traffic impact studies for TCG Storage, Eastport Traffic Study, Annapolis Towns
- Developed course ideas for PALS
- Selected contractor for wayfinding fabrication and coordinated with DPW
- Prepared new zoning maps and staff report for Planning Commission meeting Nov. 5, O-41-15
- Scheduled kick-off meeting with consultants for Upper West Street Study
- Prepared grant application for working waterfronts

Current Planning

1. Monthly News/New Projects

- Administrative Adjustment (ADJ2015-026) for Joseph Wood, for parallel expansion within the 100 ft. Critical Area Buffer, located at 220 Norwood Rd .,
- Site Design Plan Review (SDP2015-058) for Joseph Wood, for expansion of and existing dwelling within the ft. Critical Area Buffer, located at 220 Norwood Rd.,
- Subdivision (SUB2015-006) for Catherine Weiss, to consolidate two existing parcels into one lot, located at 713 Melrose St.,
- Special Exception (SE2015-006) for SPAH, LLC, to allow expansion of the existing Iron Roster restaurant, including service of alcoholic beverages, into the adjacent premises, located at 16 Market Space,
- Site Design Plan Review (SDP2015-049) for MRE Annapolis, LLC, to expand an existing office building, including new parking lot, landscaping and stormwater management, located at 706 & 712 Giddings Ave.,

- Site Design Plan Review (SDP2015-057) for 4Waldo, LLC, to construct a 2,986 sq.ft. commercial addition, located at 1415 Forest Dr.,
- Subdivision (SUB2015-007) for Eastport Sail Loft, LLC, to consolidate two existing parcels into one lot, located at 400 & 406 Chesapeake Ave.,
- Site Design Plan Review (SDP2015-059) for Ray Properties, LLC, demolition of existing deteriorate building and renovation of a second existing building, including parking lot expansion, located at 508 Chinquapin Round Rd.,
- Zoning Certificate (ZC2015-007) for Fred Fishback, to construct a new shed within the Critical Area, located at 8 Tolson St.,

2. Major Planned Actions

- Planning Commission, November 5, 2015

Public Hearings and Deliberations:

1. Continuation-- PD2015-001: Residential Planned Development and Preliminary Record Plat for Annapolis Townes at Neal Farm, by Hogan Real Estate Partners, LLC, property owner and Williamsburg Group, LLC, contract purchaser for construction of a 50 unit townhouse development on 7.85 acres, located near the intersection of Old Solomon's Island Road and Dorsey Drive,
2. ZTA2015-001: O-41-15 Zoning Map Update, for the purpose of updating the City's Zoning District Map and matters generally related to technical corrections of the Zoning District Map,
3. 2014 Annual Section 1-207 and 1-208 Report to the Maryland Department of Planning: Report on how many residential permits/commercial buildings/subdivisions that the City has approved in 2014,

New Business:

1. PD2014-002 Final Record Plat approval for Thomas Woods, to establish 2 lots for single-family detached dwellings and 8 lots for single-family attached dwellings, on 1.44 acres, located off of Forest Drive,
2. PD2012-001 Final Record Plat approval for Primrose Hill, to establish 7 lots for single-family detached dwellings and 19 lots for single-family attached dwellings on 4.3724 acres, located off of Milkshake Lane,

- Board of Appeals, November 3, 2015

Public Hearings and Deliberations:

1. SE2015-005—Special Exception: by SPAH, LLC; Anne t. Pobiak and the Marital Trust and Shannie Properties, LLC, Property Owners and Iron Roster-Annapolis, LLC, business owners for an expansion of a standard restaurant with alcoholic beverage service on property located at 12, 14, 16 Market Space,

Community Development

1. Community Development Block Grant

- E-mailed and sent letters to all stakeholders announcing the availability of the FY 2017 CDBG application on the city's website. Worked with MIT to update the Community Development Division's webpage.
- Received HUD review letter of September monitoring. The City received a very favorable review.
- Working with Central Services and Public Works, attended a pre-Worked with Central Services and Public Works for Stanton Center door replacement project. Bids are due in November.
- Processed \$64,000 drawdown of CDBG funds from HUD
- Reviewed Housing Rehabilitation Program Agreements for three new housing rehabilitation program participants.

2. Homeless

- Met with DSS, APD and Mayor's Office staff about how to resolve issues with homeless people in downtown area. Staff from DSS has been providing services. Group will meet quarterly to try to resolve issues.
- Continued participation in Anne Arundel County and Annapolis Partnership to end Homelessness strategy for development of this year's application to HUD for funding.

3. MPDU Program

- Submitted legislation to include the U.S. Naval Academy as an eligible place of employment for the MPDU Program.
- Worked with developer on advertizing, MPDU agreements and house pricing for new three bedroom MPDU that will be available in November. Also met with current owners of Sailors Quay to resolve issues related to their inability to sell last MPDU unit

4. Miscellaneous

- Attended Community Development Network's workshop on Civil Receivership in Annapolis.
- Attended "Poverty Amidst Plenty" lecture on the results of the survey completed by County

Historic Preservation

1. Historic Preservation Commission

14 Administrative applications were reviewed, approved and issued by staff.
Total estimated costs of approved applications -\$173,254.00
Private - \$173,254.00
Public - \$0

5 Public Hearing approval issued.
Total estimated costs of approved applications -\$69,075.00
Private - \$69,075.00
Public - \$0

2. Hazard Mitigation Planning for Historic District

- Received notification from FEMA that planning grant has passed initial review for full funding of \$106,000
- Invited to speak in Newport, at National Main Street conference, at Colorado Historic Preservation Conference and at National Alliance of Preservation Commissions conference on Annapolis model “Weather It Together” for addressing hazard mitigation planning in downtown historic district.

3. Cultural Landscape Survey / Report

- Participated in City-Supported “What’s Your View” workshop conducted by Historic Annapolis
- Draft list of prioritized properties / viewsheds identified and mapped by National Park Service. Draft maps and findings to be provided to HPC in December

4. HPC Education/Outreach

- Addressed National Trust headquarters staff on building resiliency, reuse and recycling as sustainable practices in Annapolis preservation work
- Coordinated and co-lead tour of City of Annapolis for 50 National Preservation Conference registrants in partnership with USNA, State Archives and Maryland Historical Trust.

5. HPC Enforcement

- Working with Office of Law to file declaratory judgement to decide HPC jurisdiction over determining what constitutes an alteration in the Historic District. Tied to the installation of a mural on West Street.

6. City Property Activities

- Met with contract purchasers for Old Rec. Center to discuss proposed alterations to the building.

7. Heritage Commission

- HPC Staff working with interns and Ald. Pindell-Charles on development of a heritage scavenger hunt for Parole community.

8. Financial and Activity Report

<u>Account Name</u>	<u>Allocated</u>	<u>Expended</u>	<u>Current Balance</u>
Annapolis in Bloom	\$20,000.00	\$20,000.00	\$0
Arts & Entertainment Dist.	\$15,000.00	\$0	\$15,000.00
Heritage Commission	\$5,000.00	\$0	\$5,000.00
Downtown Annap. Prtnrshp.	\$50,000.00	\$11,235.20	\$38,764.80
Annapolis Lndmrk. 50 th Anniv.	\$35,000.00	\$8,425.12	\$26,574.88
HPC Consultants	\$15,000.00	\$0	\$15,000.00
Cultural Landscape Survey	\$100,000.00	\$64,493.00	\$35,507.00
DNR Grant	\$46,388.00	\$25,865.87	\$20,522.13

Economic Development

Summary Activity

Conducting business support guidance and outreach efforts to businesses and related economic development stakeholders to retain and attract new businesses to neighborhood business districts.

- Participated in discussions with 38 businesses: from start-up concerns to expansion (space/financing) and from prospective developments and general economic development ideas to immediate technical needs (permitting/parking)
- Participated in discussions with economic development stakeholders: Susan Zellers (potential Working Waterfronts Grant to promote maritime industry); Tim Murphy (MD DOC representative to AA County re general ED ideas); Theresa Wellman (integrating community development with ED); Doug Smith (immediate AP goals/grant prospects); Council Members: Rhonda Pindell-Charles, Ian Pfeiffer (general ED ideas); meetings w/City officials to formulate plans to mitigate City Dock construction parking issues
- Attended numerous business-community events: Stanton Center/We Care Open House; Poe Mural Ribbon-Cutting; USNA Anniversary Breakfast; BWI Business Partnership breakfast (Mike Gill, Col Foley speakers; and talk w/regional ED stakeholders)
- Conducted property searches for 3 businesses
- Began preparing tools for ongoing activity to attract/retain businesses: New/Expanding Business List; Business Guide; welcome and visitation letters for businesses; AAEDC survey to access resources that businesses want/need; Letter to revitalization area businesses to convey Reinvestment Fund eligibility

Additional economic development activities

- Toured national-award-winning Harrisonburg, VA Main Street and attended workshop
- Reviewed City Code, zonings and wards to create recommendations regarding potential medical marijuana locations
- Prepared Main Street/Maryland Avenue Vacancy Report

- Researched distillery industry and licensing requirements
- Interviewed by Capital for article (and prepped talking points prior to interview)
- Edited grant proposal to fund activities to promote the maritime industry
- Continued developing an Economic Development Strategic Plan and Action Work Plan
- Met with SBDC and SCORE to discuss partnering on appropriate trainings for businesses

Vacancy reports

Downtown (City Dock - Main Street – State Circle - Maryland Ave) Aggregate TOTAL Vacancy Report Summary - 10-30-2015												
Properties	Space Type	Vacant		Vacant Available		Total Available		Ave Rate	Leasing Activity		Net Absorption	
		SF	%	SF	%	SF	%		QT D	YTD	QT D	YTD
115 existing properties	Direct	65,917	11.8%	61,493	11.0%	68,353	12.4%	\$43.03/nnn	7,369	18,429	-3,797	-16,229
representing	Sublet	0	0.0%	0	0.0%	4,710	8.0%		0	0	0	0
557,644 SF	Total	65,917	11.8%	61,493	11.0%	74,063	13.3%	\$43.03/nnn	7,369	18,429	-3,797	-16,229
Aggregate OFFICE Vacancy Report												
Properties	Space Type	Vacant		Vacant Available		Total Available		Ave Rate	Leasing Activity		Net Absorption	
		SF	%	SF	%	SF	%		QT D	YTD	QT D	YTD
22 existing properties	Direct	11,236	5.2%	6,812	3.10%	10,892	5.0%	\$31.21/fs	4,789	5,619	-1,847	-2,382
representing	Sublet	0	0.0%	0	0.00%	4,710	2.2%	\$40.00/fs	0	0	0	0
217,106 SF	Total	11,236	5.2%	6,812	3.10%	15,602	7.2%	\$34.35/fs	4,789	5,619	-1,847	-2,382
OFFICE Vacancy Detail												
25 Francis St	Direct	1,200	40.0%	1,200	40.0%	1,200	40.0%	\$21.00/fs	0	0	0	0
91-93 Main St	Direct	5,936	58.7%	1,512	15.0%	1,512	15.0%	\$25.00/fs	4,424	4,424	-1,512	-1,512
188 Main St/9 State Circle	Direct	4,100	35.8%	4,100	35.8%	4,100	35.8%	\$37.47/fs	0	0	-700	-4,100
46-48 Maryland Ave	Direct	0	0.0%	0	0.00%	1,680	5.6%	\$28.76/fs	365	1,195	365	830
220 Prince George St	Direct	0	0.0%	0	0.00%	2,400	100.0%		0	0	0	2,400
45-47 State Cir	Sublet	0	0.0%	0	0.00%	3,650	24.9%	\$40.00/fs	0	0	0	0
Aggregate RETAIL Vacancy Report												
Properties	Space Type	Vacant		Vacant Available		Total Available		Ave Rate	Leasing Activity		Net Absorption	
		SF	%	SF	%	SF	%		QT D	YTD	QT D	YTD
93 existing properties	Direct	54,681	16.1%	54,681	16.1%	58,461	17.2%	\$43.03/nnn	2,580	12,810	-1,950	-13,847
representing	Sublet	0	0.0%	0	0.0%	0	0.0%		0	0	0	0
340,538 SF	Total	54,681	16.1%	54,681	16.1%	58,461	17.2%	\$43.03/nnn	2,580	12,810	-1,950	-13,847
RETAIL Vacancy Detail												
Properties	Space Type	Vacant		Vacant Available		Total Available		Ave Rate	Leasing Activity		Net Absorption	
		SF	%	SF	%	SF	%		QT D	YTD	QT D	YTD

110 Compromise St (Fawcett's)	Dire ct	11,1 58	100. 0%	11,1 58	100. 0%	11,1 58	100. 0%		0	0	0	-11,1 58
112 Main St (A.L. Goodies)	Dire ct	16,4 70	100. 0%	16,4 70	100. 0%	16,4 70	100. 0%	\$35.00/ nnn	0	0	0	0
118 Main St (2nd Floor)	Dire ct	1,80 0	46.6 %	1,80 0	46.6 %	1,80 0	46.6 %	\$60.00/ nnn	0	0	0	0
121 Main St (2nd Floor)	Dire ct	12,5 00	41.7 %	12,5 00	41.7 %	12,5 00	41.7 %	\$13.44/ mg	0	0	0	0
122 Main St (Pocket Park)	Dire ct	8,01 9	80.8 %	8,01 9	80.8 %	8,01 9	80.8 %	\$60.00/ nnn	0	0	0	0
138 Main St (2nd Floor)	Dire ct	2,53 6	48.0 %	2,53 6	48.0 %	2,53 6	48.0 %	\$45.00/ nnn	0	1,53 9	0	1,539
145 Main St (2nd Floor)	Dire ct	2,82 1	70.1 %	2,82 1	70.1 %	2,82 1	70.1 %		0	0	0	-2,92 1
170 Main St (was Snyder's)	Dire ct	1,71 5	52.9 %	1,71 5	52.9 %	1,71 5	52.9 %	\$42.00/ nnn	0	0	0	-1,21 5
211 Main St (2nd Floor)	Dire ct	0	0.0%	0	0.0%	1,20 0	46.2 %		0	0	0	0
230 Main St (was Laurence)	Dire ct	1,40 0	61.8 %	1,40 0	61.8 %	1,40 0	61.8 %	\$25.71/ nnn	0	0	0	-1,40 0
36 Market Space (will be Chipotle)	Dire ct	2,70 0	28.6 %	2,70 0	28.6 %	2,70 0	28.6 %	\$65.00/ nnn	0	2,00 0	0	1,800
29-31 Maryland Ave (2nd Floor)	Dire ct	750	27.4 %	750	27.4 %	750	27.4 %		0	0	-750	-750
47 Maryland Ave (is Oh My Darling)	Dire ct	460	6.8%	460	6.8%	460	6.8%	\$27.39/ mg	0	0	0	760
53 Maryland Ave (was Old Country Store)	Dire ct	2,40 2	100. 0%	2,40 2	100. 0%	2,40 2	100. 0%		0	0	0	-2,40 2
80-82 Maryland Ave	Dire ct	1,20 0	30.4 %	1,20 0	30.4 %	1,20 0	30.4 %	\$18.00/ fs	0	0	-1,2 00	-1,20 0

Leasing Activity refers to the volume of square footage that is committed to and actually signed in a given period of time. It includes direct leases, subleases and renewals of existing leases. It also includes any pre-leasing activity in under construction, planned buildings or under renovation buildings.

Net Absorption is the measure of total square feet occupied (indicated as a Move-In) less the total space vacated (indicated as a Move-Out) over a given period of time. Sublet space and lease renewals are not factored into net absorption. However, in a lease renewal that includes the leasing of additional space, that additional space is counted in net absorption.

Recreation and Parks

Recreation

- 13 Community Organizations held meetings and 12 Rental Events took place at the Stanton Center.
- 1,450 participants attended Fitness classes.
- Began an Employee Walking Club as part of the Employee Wellness Program.
- Mighty Milers running program started at 10 elementary schools.
- Alderwoman Rhonda Pindell Charles and Fitness and Aquatic Supervisor, Jen Jennings, attended the National Walking Summit to present "Walkable Communities: Why It's a Priority for Local Elected Officials".

- Held Youth Athletic Programs: Pee Wee Hoops, Youth B-ball Skills, and Volleyball.
- Adult sports programs in Volleyball, Softball, Kickball, Fencing and Boxing were held throughout the month.
- Concluded Pre-School “Kids in Motion” and “Giggles, Wiggles and Squiggles” programs for the Fall.
- Fall session of Ballet, Tap, Jazz, and Jazz/ Hip Hop classes began and will continue through December.
- The first of a series of “Kids Day In” (program for kids when school is out) had 17 children attend.
- Upcoming events - Mighty Milers Final Track Meet at Annapolis High School (November 17 at 4:30 PM, Kids Day In – Nov 23 & 24, 8:00 am – 5:30 pm.

Parks

- Installed two digital display screens at Pip Moyer Recreation Center (PMRC) to provide announcements and information to participants at the Recreation Center.
- Made several repairs at Pip Moyer Recreation Center including changing all the lights in the Auxiliary Gym and repairing the sleeves in the courts for volleyball nets .
- Horticulturalist, Marisa Wittlinger attended the two day MAC-ISA (Mid Atlantic Chapter-International Society of Arboriculture) conference in Annapolis.
- Fall GreenScape ("Make a Difference Day") was a success, with volunteers planting over 2,500 Tulip and Daffodil bulbs in public spaces throughout the City.
- A memorial tree and bench were placed in Burnside Park.
- A memorial bench was placed in Chambers Park in honor of Hannah Chambers.
- Recreation and Parks staff worked together to create and plant a blueberry bush garden to promote healthy eating, one of the goals of the "Let's Move" initiative.
- The Art In Public Places Commission updated and printed 5,000 updated art books, which display numerous public art pieces located throughout the City of Annapolis.
- The Parks Maintenance crew had a snow plow training/contest on hooking up their plows and making sure they are setup and working properly.
- The Park Division hosted a Chain Saw Safety Training. In attendance were 10 Parks Crew Members, 1 Public Works Employee and 6 Utilities Division Employees.
- Parks Staff worked on Fall Maintenance of over seeding of athletic fields and pocket parks.

Harbormaster

- Annual Fall Boat Shows were held October 8-12 and 15-18. Preliminary reports from the Boat Show organizer indicate both the attendance and the volume of boat sales increased over recent years.
- Bids for the grant funded (87.5%) Mooring Improvement project were opened on October 20th. Murtech Marine is the low bidder and has received a Notice of Award. A contract is being prepared for final consideration. Construction is expected to begin after New Year's and to complete by mid-March, 2016

- Corrections of excessive vibration problems in pumpout boat DAHLGREN and testing are ongoing at Metalcraft Marine (the boat builder) in Kingston, Ontario. Two of three warranty complaints have been completed. Additional engine manufacturer problems have been identified. We now anticipate the boat will not return to service before the end of November.

Transportation

Monthly News

Status of Capital Projects

1. HVAC – scheduled delivery date is second week in November 2015; installation is scheduled to be completed by early December 2015.
2. Bus Wash Facility – completed
3. Operations Control Center – renovation of command center and the new offices are completed.
4. Facility Lighting and Surveillance System – installation of facility surveillance cameras is completed; installation of new lighting is scheduled to be completed in November 2015.
5. Tire Storage Facility – completed

Activity Report

1. Parking

Table 1a. Parking Garages – Revenue and Vehicles Parked, October 2015

Garage/Lot	Revenue	Vehicles Parked
Gotts	\$156,272.69	17,506
Hillman	\$242,134.25	21,769
Knighton	\$36,887.50	4,955
Park Place	\$123,271.50	9,387
South Street Lot	\$18,239.74	1,840
Larkin Street Lot	\$11,264.95	50

Total	\$588,070.63	55,507
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Table 1b. On-Street Parking, October 2015

Citations	1,738
Revenue	\$62,285

2. Transit Operations

A.. Vacant Positions

Vehicle Operators: 1

Operations Manager: 1. (Two candidates have been interviewed for the position. A decision will soon be made to fill the position.)

B. October 2015 Ridership and Farebox Revenue

Total ridership in October 2015 was 42,621, down by 32.70% compared to October 2014 (Table 2). System-wide, this is the tenth consecutive month of significant reductions in ridership since the implementation of service reductions in November 2014.

Table 2. October 2015 Unlinked Passenger Trips

Route	October 2015	October 2014	% Change
Red	5,897	7,224	-18.37%
Yellow	3,091	3,227	-4.21%
Green	8,252	10,320	-20.04%
Orange	2,241	2,187	2.47%
Gold	2,900	6,481	-55.25%
Brown	7,634	11,764	-35.11%
Purple	3,393	4,024	-15.68%
Circulator (city side)	4,645	13,818	-66.38%

State Shuttle	4,003	3,832	4.46%
Paratransit	565	449	25.84%
Total	42,621	63,326	-32.70%

Table 3. October 2015 Farebox Revenue

Route	October 2015	October 2014	% Change
Red	\$8,379	\$8,858	-5.41%
Yellow	\$2,021	\$1,742	16.02%
Green	\$12,169	\$11,626	4.67%
Orange	\$2,905	\$3,067	-5.28%
Gold	\$3,171	\$7,048	-55.01%
Brown	\$10,945	\$14,128	-22.53%
Purple	\$2,938	\$3,922	-25.09%
Circulator*	\$4,241	\$0	0.00%
State Shuttle**	\$553	\$624	-11.38%
Paratransit	\$436	\$539	-19.11%
Total	\$47,758	\$51,554	-7.36%
<i>*Circulator was free in 2014. Farebox revenue excludes sale of weekly, monthly, quarterly and annual passes</i>			
<i>**Fares from State Shuttle excludes fares from state employees which is average of \$22,083 a month</i>			

C. Comparison of First Quarter Transit Operating Data in FY 2016 and FY 2015 (Tables 4 and 3)

Total ridership in the first quarter of FY 2016 (July 2015-September 2015) was down by 32.19% compared to the same period in FY 2015. Cash revenue was also down in the same period but by a smaller margin, 9.69%. These reductions are most likely due to service reductions and/or fare increase on some routes, particular the Gold and the Circulator routes that were implemented in November 2014.

Table 4. FY 2016 and FY2015 Quarter 1 Unlinked Passenger Trips Compared

Route	FY 2016, Quarter 1	FY 2015, Quarter 1	Percent Change
Red	17,241	21,343	-19.22%
Yellow	8,118	9,354	-13.21%

Green	23,948	25,365	-5.59%
Orange	6,536	5,599	16.74%
Gold	7,807	17,288	-54.84%
Brown	21,629	31,589	-31.53%
Purple	10,188	11,048	-7.78%
Circulator	15,945	48,356	-67.03%
State Shuttle	12,549	13,827	-9.24%
Paratransit	1,579	1,373	15.00%
Total	125,540	185,142	-32.19%

Table 4 FY 2016 and FY2015 Quarter 1 Cash Fare Revenue Compared

Route	FY 2016, Quarter 1	FY 2015, Quarter 1	Percent Change
Red	\$24,128	\$29,977	-19.51%
Yellow	\$4,660	\$4,949	-5.84%
Green	\$34,245	\$35,606	-3.82%
Orange	\$8,745	\$8,995	-2.78%
Gold	\$9,466	\$18,955	-50.06%
Brown	\$31,033	\$42,513	-27.00%
Purple	\$9,131	\$10,060	-9.23%
Circulator	\$14,217	\$0	N/A
State Shuttle**	\$2,851	\$2,962	-3.75%
Paratransit	\$2,341	\$1,910	22.57%
Total	\$140,817	\$155,927	-9.69%
<i>** Excludes fares from State employees; Circulator was free in FY2014;</i>			